

SOLICITATION  
SUMMER INTERNS – BUREAU FOR EUROPE AND EURASIA  
ISSUANCE DATE: November 14, 2005  
CLOSING DATE: January 31, 2006 11:59 EST

LADIES AND GENTLEMEN:

SUBJECT: Solicitation for Personal Services Contractor (PSC) – **11 Paid Summer 2006 Internships – Bureau for Europe and Eurasia**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified **U.S. Citizen, university or college students (juniors, seniors and graduate students)** interested in receiving an internship as described in the attached solicitation (a synopsis of available internships is on page three). But for internships No. 1 and 2, applicants **MUST submit a separate application package** – numbers one (1) through five (5) immediately below – **for EACH internship** applied for.

Applicants interested in applying for this position **MUST** submit the following materials:

1. A Letter of Interest identifying the specific internship being applied for (e.g., “Internship No. 3 - Health Analysis”) and addressing the Basic Requirements and Selective Factors and the Quality Ranking Factors (QRFs) listed in the solicitation, page 12.
2. A resume or Curriculum Vitae.
3. A one page essay addressing the applicant’s particular strengths, interest in development issues, and expectations for the internship.
4. Two letters of reference from college or university faculty or employer addressing the four Quality Ranking Factors (QRFs) listed in the solicitation.
5. Verification from the university or college of current enrollment and grade point average (a copy of the most recent transcript may also be submitted).

Applicants are responsible for submitting materials that are in accordance with the attached information at the place and time specified. There will be no exceptions. Applicants should retain for their records copies of all enclosures which accompany their applications.

Further, all applications **MUST** conform to the requirements of the “**WHERE AND HOW TO APPLY**” section, pages 13-14 of this solicitation.

Any questions on this solicitation or on contracting matters may be directed to:

Contact: Peter Schulleri  
Telephone Number: (202) 712-0699  
E-Mail Address: [pschulleri@usaid.gov](mailto:pschulleri@usaid.gov)

Any questions related to the statements-of-work for the student intern positions should be directed to the USAID employee identified in the statements-of-work.

Sincerely,

Bettie F. Bowles  
Contracting Officer

## **Solicitation for Summer Interns – Bureau for Europe and Eurasia**

1. ISSUANCE DATE:	November 14, 2005
2. CLOSING DATE/TIME:	January 31, 2006 - 11:59 PM, EST
3. POSITION TITLE:	Summer Intern
4. MARKET VALUE:	GS-3, Step 1 (\$11.30 per hour)
5. INITIAL PERIOD OF PERFORMANCE:	Approximately eight weeks (summer 2006)
6. PLACE OF PERFORMANCE:	Washington, D.C.
7. SECURITY ACCESS:	Secret
8. AREA OF CONSIDERATION:	Open to all U.S. Citizen College/University Juniors, Seniors and Graduate Students
9. CONTRACTING OFFICER:	Bettie F. Bowles United States Agency for International Development M/OAA/GRO RRB 7.09-075 1300 Pennsylvania Avenue, NW Washington, DC 20523

## **BACKGROUND**

USAID is an independent federal government agency that receives overall foreign policy guidance from the Secretary of State. [Our Work](#) supports long-term and equitable economic growth and advances U.S. foreign policy objectives by supporting: economic growth, agriculture and trade; global health; and, democracy, conflict prevention and humanitarian assistance. USAID provides assistance in four regions of the world: Sub-Saharan Africa, Asia and the Near East, Latin America and the Caribbean, and Europe and Eurasia. With headquarters in Washington, D.C., USAID's strength is its field offices around the world. We work in close partnership with private voluntary organizations, non-governmental organizations, indigenous organizations, universities, American businesses, international agencies, other governments, and other U.S. government agencies. USAID has working relationships with more than 3,500 American companies and over 300 U.S.-based private voluntary organizations.

USAID's Bureau for Europe and Eurasia strategy focuses on three core areas: economic restructuring and growth, democracy and governance, and the social dimensions of transition. In addition, USAID develops cross-sector approaches to address critical obstacles and changing circumstances in the region.

## **INTRODUCTION**

USAID has 11 Summer 2006 internships available in the Bureau for Europe and Eurasia (E&E) located in Washington, D.C. This is an excellent opportunity for outstanding students interested in pursuing careers in international development. A modest amount of compensation will be provided to the selected interns. Interested students are encouraged to visit the E&E Bureau website ([http://www.usaid.gov/locations/europe\\_eurasia/](http://www.usaid.gov/locations/europe_eurasia/)) to familiarize themselves with USAID's work in the region and identify areas of particular interest. Internships are being offered in the following offices: the Program Office, the Office of Democracy, Governance and Social Transition, the Office of Economic Growth, and the Management Office.

## LIST OF INTERNSHIPS

I. PROGRAM OFFICE (TWO INTERNSHIPS) .....	4
Internship No. 1 and 2 - Program Office, (college/university juniors, seniors or graduate students) .....	4
II. OFFICE OF DEMOCRACY, GOVERNANCE AND SOCIAL TRANSITION (SIX INTERNSHIPS).....	5
Internship No. 3 - Health Analysis (graduate-level) .....	5
Internship No. 4 - Health Communications (graduating seniors or graduate students).....	5
Internship No. 5 - Anti-Trafficking and Gender Issues (graduate-level).....	6
Internship No. 6 - Social Transition Issues (graduate-level) .....	7
Internship No. 7 - Anticorruption and Governance Issues (college/university juniors, seniors or graduate students) .....	8
Internship No. 8 – Civil Society Issues (college/university juniors, seniors or graduate students) .....	9
III. OFFICE OF ECONOMIC GROWTH (TWO INTERNSHIPS) .....	10
Internship No. 9 - Economic Growth and Market Transition (college/university juniors or seniors or graduate students).....	10
Internship No. 10 - Energy and Infrastructure (c college/university juniors or seniors or graduate students) .....	10
IV. MANAGEMENT OFFICE (ONE INTERNSHIP) .....	11
Internship No. 11 - Financial Services (college/university juniors , seniors or graduate students) .....	11

## **OBJECTIVE**

The summer interns will provide support to E&E in the areas of literature searches, data collection, research, analysis, review and preparing briefing papers, memoranda and position papers. Unless otherwise described, the intern will utilize an IBM or IBM compatible desktop computer over a local area network (LAN) and must make analytical research/analysis, presentations and/or text documents using Microsoft's Office 2000 Suite (i.e., Excel, PowerPoint, Word).

## **STATEMENTS OF WORK *BY INTERNSHIP***

Eleven (11) internships are being offered by the following four offices:

### **I. PROGRAM OFFICE (TWO INTERNSHIPS)**

**Internship No. 1 and 2 - Program Office, (college/university juniors, seniors or graduate students)**

#### ***Introduction***

The intern will be assigned to the Strategic Planning & Analysis Division of the Program Office in the Bureau for Europe and Eurasia, E&E/PO/SPA. A key function of the Strategic Planning & Analysis Division is taking the lead in the development and implementation of the Bureau's analytical agenda. This includes tracking the salient transition trends in the 27 countries in Eastern Europe and Eurasia, and identifying and analyzing emerging challenges, with the aim towards improving USAID's allocation of resources and hence increasing its impact.

#### ***Qualifications***

Qualified candidates will have writing skills, and experience in research and analysis, including some experience (and comfort) in working with data.

#### ***Duties and Responsibilities***

The intern will serve primarily as a research assistant to the Program Office's Economist, though may also work with other Program Office staff as appropriate. The intern will provide research assistance in transition topics that have been identified as priorities for the Bureau, such as issues related to labor markets, the informal economy, the small and medium enterprise sector, and the quality of education. Responsibilities will likely include some or all of the following:

1. Search and summarize literature on topics related to those identified above and possibly others;
2. Collect and analyze data trends, including spreadsheet analyses and graphics;
3. Help prepare briefing memoranda and position papers;
4. Assist in the writing of working papers; and
5. Assist in updating the Bureau's annual *Monitoring Country Progress in Europe & Eurasia* report.

For further information, please contact Ron Sprout, Program Economist, at [rsprout@usaid.gov](mailto:rsprout@usaid.gov)

## **II. OFFICE OF DEMOCRACY, GOVERNANCE AND SOCIAL TRANSITION (SIX INTERNSHIPS)**

### **Internship No. 3 - Health Analysis (graduate-level)**

#### ***Introduction***

The intern is assigned to the Health Team of the Bureau for Europe and Eurasia's Office of Democracy, Governance, and Social Transition (EE/DGST). The E&E Health Team manages regional health activities and supports country-specific activities implemented by field missions in USAID's Europe and Eurasia region.

The intern will serve primarily as a research assistant for the Health Team, but may also carry out other Bureau-wide duties and collaborative research with other analysts in the Bureau. S/he will be supervised by the Health Team's Health Program Analyst, but will work closely with the entire team, including the Team Leader and colleagues from the Bureau for Global Health's Office of Regional and Country Support (GH/RCS) and Office of HIV/AIDS (GH/OHA).

#### ***Qualifications***

Qualified candidates will have writing skills, and experience in research and analysis, including some experience (and comfort) in working with data.

#### ***Duties and Responsibilities***

1. Assist E&E Health Team in managing on-going regional projects and providing support to mission-managed health activities, particularly in regards to analysis and dissemination of information related to regional health trends.
2. Collect data and draft the 2005 Health Vulnerability Analysis, in collaboration with the Health Team's program analyst.
3. Prepare charts, briefing memoranda, position papers, correspondence and other analytical work as requested.
4. Attend programmatic-related events within and outside USAID as requested.

For further information, please contact Nathan Blanchet, Health Program Analyst, at [nblanchet@usaid.gov](mailto:nblanchet@usaid.gov)

### **Internship No. 4 - Health Communications (graduating seniors or graduate students)**

#### ***Introduction***

The intern is assigned to the Health Team of the Bureau for Europe and Eurasia's Office of Democracy, Governance, and Social Transition (EE/DGST). The E&E Health Team manages regional health activities and supports country-specific activities implemented by overseas field missions in USAID's Europe and Eurasia region.

The intern will serve primarily as a research assistant for the Health Team, but may also carry out other Bureau-wide duties and collaborative research with other analysts in the Bureau. S/he will be supervised by the Health Team's Health Program Analyst, but will work closely with the entire team, including the Team Leader and colleagues from the Bureau for Global Health's Office of Regional and Country Support (GH/RCS) and Office of HIV/AIDS (GH/OHA).

### ***Qualifications***

Qualified candidates will have writing skills, and experience in research and analysis, including some experience (and comfort) in working with data. Experience in Geographic Information Systems (GIS) is desirable, but is not required.

### ***Duties and Responsibilities***

1. Assist E&E Health Team in managing on-going regional projects and providing support to health activities managed by E&E field offices, particularly in regards to organization and dissemination of information related to regional and bilateral health programs.
2. Prepare charts, web-site text, and correspondence as requested.
3. Draft and update informational materials on health activities in the E&E region for electronic information systems (i.e., local area network).
4. Update information on health programs in E&E for the USAID web-site.
5. Attend programmatic-related events within and outside USAID as requested.

For further information, please contact Nathan Blanchet, Health Program Analyst, at [nblanchet@usaid.gov](mailto:nblanchet@usaid.gov)

## **Internship No. 5 - Anti-Trafficking and Gender Issues (graduate-level)**

### ***Introduction***

The intern is assigned to the Bureau for Europe and Eurasia, Office of Democracy and Governance and Social Transition, E&E/DGST. E&E/DGST manages regional activities and supports country-specific activities implemented by field missions in Central and Eastern Europe and Eurasia. Information on USAID's anti-trafficking activities can be found at

[http://www.usaid.gov/our\\_work/cross-cutting\\_programs/wid/pubs/trafficking\\_in\\_person\\_usaids\\_response\\_march2004.pdf](http://www.usaid.gov/our_work/cross-cutting_programs/wid/pubs/trafficking_in_person_usaids_response_march2004.pdf)

The intern will serve as an assistant primarily on anti-trafficking and gender issues. S/he will be supervised by the Senior Anti-trafficking Advisor and also work closely with other E&E/DGST staff as appropriate.

### ***Qualifications***

Qualified candidates will be graduate students in a relevant field and will have strong writing skills. They will also have experience in research and analysis. Ideally, the candidates will have worked on TIP and gender issues related to the E&E region and will have some personal experience of one or more of the countries in E&E.

### ***Duties and Responsibilities***

- 1 Assist E&E/DGST's anti-trafficking advisor on various tasks as they come up, including the preparation of briefing memoranda, position papers, memoranda and correspondence as requested.
- 2 Research and identify useful anti-trafficking and gender materials and information to update anti-trafficking and gender intranet sites for the E&E Bureau as an internal resource.
- 3 If time permits, draft an overview of anti-TIP and gender programming in the E&E Bureau for the USAID public web-site.
- 4 Research and draft report on a topic to be assigned by the anti-trafficking advisor and of mutual interest the prospective intern.
- 5 Attend programmatic-related events outside the office as requested.

For further information, please contact Ruth Pojman, Senior Anti-trafficking Advisor, at [rpojman@usaid.gov](mailto:rpojman@usaid.gov)

### **Internship No. 6 - Social Transition Issues (graduate-level)**

#### ***Introduction***

The intern will be assigned to the Social Transition Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/ST. A key function of the Social Transition Team is to analyze and report on five social sector focus areas: education, labor markets, social insurance, social services and vulnerable groups. This includes tracking the salient transition trends in the 27 countries in Eastern Europe and Eurasia to identify progress as well as emerging challenges, with the aim towards improving USAID's allocation of resources and hence increasing its impact.

#### ***Qualifications***

Qualified candidates will be a graduate student in a relevant field and will have strong writing skills. They will also have experience in research and analysis, including some experience (and comfort) in working with data. Ideally, the candidates will have worked on issues related to the region or will have some personal experience of one or more of the countries in E&E.

### ***Duties and Responsibilities***

The intern will work primarily with the Social Transition Team Leader and other team specialists, although he or she may also interact with DGST Office staff as appropriate. The intern will provide research assistance in transition topics that have been identified as priorities by the Social Transition Team in any of the five focus areas. Some possible topics include: school enrollment and completion rates, differences in unemployment rates by age, gender or educational attainment, the informal economy, emerging trends or best practices in social services, issues related to gender or to minority groups, and the adequacy of cash and non-monetized benefits in containing poverty. A final determination of topics will be made by the ST team in consultation with the intern. Responsibilities will likely include some or all of the following:

1. Search and summarize literature on topics related to those identified above or others;

2. Collect data and analyze trends, utilizing spreadsheet analyses, graphics and other tools;
3. Help to track and map other donor financing to address specific problems;
4. Help prepare briefing memoranda and position papers;
5. Assist in the writing of working papers; and
6. Assist in updating an annual series of memoranda on social sector “hotspots” in the E&E region.

For further information, please contact Elizabeth McKeon, Acting Social Transition Team Leader at [EMcKeon@usaid.gov](mailto:EMcKeon@usaid.gov).

## **Internship No. 7 - Anticorruption and Governance Issues (college/university juniors, seniors or graduate students)**

### ***Introduction***

The intern will be assigned to the Democracy and Governance Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/DG. A major aspect of the Democracy and Governance Team is to analyze and report on anticorruption and governance issues in the E&E Region, as well as to provide direct assistance to Missions in designing, implementing and evaluating related programs. This will include tracking and analyzing trends in the 27 countries in Eastern Europe and Eurasia to identify progress as well as emerging challenges, with the aim towards improving USAID's allocation of resources and hence increasing its impact.

### ***Qualifications***

Qualified candidates will have regional political expertise, writing skills, experience in research and analysis, and some experience (and comfort) in working with data.

### ***Duties and Responsibilities***

The intern will serve primarily as a research assistant to the Senior Anticorruption and Governance Adviser, though may also work with other team specialists and DGST Office staff as appropriate. The intern will provide research assistance in cataloguing and tracking program developments in the anticorruption and governance fields and beginning a framework for trend analysis and gauging short- and longer-term program impact. Research and analysis will involve looking into DG and other program sectors. Responsibilities are likely to include some or all of the following:

1. Search and summarize literature on anticorruption evaluation techniques;
2. Collect and catalogue related program activities in select countries;
3. Track and map corruption issues in select countries;
4. Assist in the evaluation and analysis of impact on corruption;
5. Assist in the writing of working papers/analyses; and
6. Help prepare briefing memoranda and position papers.

For further information, please contact Eric Rudenshiold, Senior Anticorruption and Governance Advisor at [erudenshiold@usaid.gov](mailto:erudenshiold@usaid.gov).



## **Internship No. 8 – Civil Society Issues (college/university juniors, seniors or graduate students)**

### ***Introduction***

The intern will be assigned to the Democracy and Governance Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/DG. The E&E bureau has been a worldwide leader in promoting the development of civil society and non-governmental organizations (NGOs) as a key component of our democracy assistance. As civil society faces new challenges in the coming decade (sustainability concerns in Europe vs. government crackdowns in Eurasia), it is increasingly crucial for the E&E Bureau to stay abreast of trends in civil society development, and to foster the sharing of best practices across the region. To institutionalize some of the expertise that we have helped to build over the past 10 years, USAID would like to begin to develop a “consultant database” of democracy actors in the E&E region that missions could draw on and use in their democracy programming. The intern will be involved in helping to research this database, as well developing an outreach strategy to encourage USAID missions to access and use the database.

### ***Qualifications***

Qualified candidates will have regional expertise working on civil society/NGO capacity building, excellent writing skills, experience in research and analysis, and experience working with data (particularly database programs such as Microsoft Access).

### ***Duties and Responsibilities***

The intern will serve primarily as a research assistant to the Senior Civil Society Advisor, although s/he may also work with other team specialists and DGST Office staff as appropriate. The intern will provide research assistance to a new E&E consultant database, as well developing an outreach strategy to encourage USAID missions to access and use the database. The intern will also assist the Senior Civil Society Advisor working on the 2006 NGO Sustainability Index, including developing a rollout plan and delivering the Index to missions. In addition, it is expected that the intern will produce at least one short paper on a civil society issue; the Senior Civil Society Advisor will work with the intern to develop a research agenda on civil society-related issues and to finalize topics, which could include an aspect of civil society sustainability, NGO survival techniques in increasingly repressive environments, community foundations and their role in civil society, or other topics.

Responsibilities are likely to include some or all of the following:

7. Research contacts and assist in development of an E&E consultant database;
8. Develop an outreach strategy to inform E&E missions of the database;
9. Assist the Senior Civil Society Advisor with the rollout of the 2006 NGO Sustainability Index;
10. Research and write at least one paper related to civil society;
11. Attend programmatic-related events within and outside USAID as requested.

For further information, please contact Claire Ehmann, Senior Civil Society Advisor, at [cehmann@usaid.gov](mailto:cehmann@usaid.gov).

### **III. OFFICE OF ECONOMIC GROWTH (TWO INTERNSHIPS)**

#### **Internship No. 9 - Economic Growth and Market Transition (college/university juniors or seniors or graduate students)**

##### ***Introduction***

The intern will be assigned to the Market Transition Division of the Economic Growth Office in the Bureau for Europe and Eurasia (E&E). The Division provides strategic leadership for bilateral and regional economic growth programs covering 22 countries. It also provides backing stopping for bilateral activities and implements regional activities. The objectives of the economic growth programs are to promote the competitiveness and growth of the small and medium enterprises (SMEs) sector, to improve the business environment, to strengthen services to the SME sector including finance, consulting and training, and to promote cross border harmonization and linkages.

##### ***Qualifications***

Qualified candidates will have strong writing skills and an ability to assimilate and digest a large volume of information and distill results into a succinct written summary.

##### ***Duties and Responsibilities***

The intern will serve as a research assistant to the Division Chief and will regularly communicate with and assist other division staff. The intern is expected to follow up on refining a working draft of the “Report on the Enterprise Funds” which was developed by a prior intern. This paper seeks to compile history and results of the ten (10) Enterprise Funds organized by E&E in the early 1990s to assist in the economic transformation process in the FSA(Eurasian) and SEED (Eastern European) countries. Additionally, the intern will assist in preparing a country monitoring report for the E&E region focusing on economic growth areas, specifically sub-component areas of the financial sector, small and medium enterprise (SME) development and economic policy. This will assist the EG office by providing better profile information as we seek to expand some of the regional projects such as Partners for Financial Stability (PFS) and the Regional Competitiveness Initiative into the Southeast Europe region and further into Eurasia.

For further information, please contact Roger Bloom, Division Chief for Market Transition, Office of Economic Growth, at [rbloom@usaid.gov](mailto:rbloom@usaid.gov)

#### **Internship No. 10 - Energy and Infrastructure (c college/university juniors or seniors or graduate students)**

##### ***Introduction***

The intern will be assigned to the Energy & Infrastructure Division of the Economic Growth Office in the Bureau for Europe and Eurasia, E&E/EG/EI. The E&I Division is involved in the policy, strategy, program and project development and management for energy and infrastructure activities. One of the issues emerging out of the energy sector restructuring, development of competitive energy markets and privatization is how to address the social impacts of the reforms. Analytical work has been done to identify the impact of tariff reforms on vulnerable households and new work is planned to assess the

reform impact on energy sector labor. Another important issue that is a Presidential and Congressional priority is USAID's involvement in emissions reductions from energy production and use and the impact of developing CO2 markets on investment and trade.

### **Qualifications**

Qualified candidates will have writing skills, experience in research and analysis, including some experience (and comfort) in working with data. Economic and social science academic background is desirable.

### **Duties and Responsibilities**

The intern will serve primarily as a research assistant to the Chief, Energy & Infrastructure and work collaboratively with other Division energy and infrastructure staff. The intern will provide research and analysis support on issues related to energy and infrastructure reform (district heat, water and wastewater) including cross-cutting issues critical to the reforms such as the impacts on vulnerable households and energy sector labor and energy efficiency and emissions reduction and trading.. The work Responsibilities will include some or all of the following:

1. Research and summarize development literature on assigned topics such as the impact of reform on vulnerable households and energy sector labor and emissions strategies and programs in E&E;
2. Prepare summary paper and power point presentation on selected issues;
3. Prepare two page "issue" and "lessons learned" summaries on energy/social sector activities; and
4. Attend selected strategy and policy reviews of interest to the Division and external economic development meetings (such as at the World Bank).

For further information, please contact Robert Archer, Energy Team Leader, Energy and Infrastructure Division, at [rarcher@usaid.gov](mailto:rarcher@usaid.gov)

## **IV. MANAGEMENT OFFICE (ONE INTERNSHIP)**

### **Internship No. 11 - Financial Services (college/university juniors , seniors or graduate students)**

#### ***Introduction***

The intern will be assigned to the Financial Services Division of the Management Office in the Bureau for Europe and Eurasia, E&E/MO/FS. The Budget Division, as commonly referred to, is primarily responsible for the implementation of all Bureau program and operating expense funds allocated to the Bureau. Some of the major duties of the Budget Division include ensuring funds entrusted to the Bureau are properly notified, apportioned, and allowed to the Europe and Eurasia Missions and Washington offices in a timely manner as well as audit management responsibilities.

#### ***Qualifications***

The candidate should have writing and analytical skills, as well as the ability to perform basic research. The ideal candidate should be able to manipulate numbers and have a strong financial management, budget and/or accounting background.

### ***Duties and Responsibilities***

The intern will serve as an assistant primarily on operating expenses (OE) and program funds issues. S/he will be supervised by the Division Chief, but will work closely with the Financial Services staff as appropriate. The intern will serve as backstop to the Budget Team on various budget-related topics that have been identified as areas of high importance by management. Some of those responsibilities include, but are not limited to the following:

1. Assist E&E Budget Teams in managing and implementing OE and program funds allowed to the Washington and Mission offices;
2. Help maintain and track Bureau's OE and program funds and prepare reports as necessary;
3. Assist with the deobligation/reobligation process of Bureau's program funds;
4. Help with the management of the Bureau's Congressional Notification (CN) process to include updating the Bureau's CN tracker;
5. Assist with the coordination of the Bureau-wide accrual process;
6. Monitor the voucher tracking for Bureau-managed activities;
7. Prepare charts, briefing memoranda, position papers, and correspondence as requested; and
8. Attend programmatic-related events within and outside USAID as requested

For further information, please contact Lena R. Johnson, Chief, Financial Services at [lejohnson@usaid.gov](mailto:lejohnson@usaid.gov).

### **BASIC REQUIREMENTS AND SELECTIVE FACTORS:**

- Applicants must be American citizens.
- Applicants must be university or college juniors, seniors or graduate students.
- Applicants should be studying relevant disciplines (public policy, international relations, economics, journalism, agriculture, public administration, law, political science, health, etc.).
- Flexibility, initiative, enthusiasm, good interpersonal skills and energy are desired traits.
- Computer skills are a necessity.

### **QUALITY RANKING FACTORS (QRFs): (Determines the ranking of qualified candidates in comparison to other applicants)**

- QRF #1: Relevant educational and/or work experience including experience in or familiarity with the E&E Region.
- QRF#2: Goals and interests as they relate to USAID's mission.
- QRF#3: Analytical capacity.
- QRF#4: Written and oral skills.

**The above QRFs have been assigned the following points:**

QRF #1 – 20  
QRF #2 – 20  
QRF #3 – 20  
QRF #4 – 20  
**Total Points – 80**

**BASIS OF RATING: Applicants who meet the basic qualifications and selection factors will be further evaluated based on the quality ranking factors. Applicants are required to submit:**

1. A Letter of Interest identifying the specific internship being applied for (e.g., “Internship No. 3 - Health Analysis”) and addressing the Basic Requirements and Selective Factors and the Quality Ranking Factors (QRFs) listed in the solicitation, page 12.
2. A resume or Curriculum Vitae.
3. A one page essay addressing the applicant’s particular strengths, interest in development issues, and expectations for the internship.
4. Two letters of reference from college or university faculty or employer addressing the four Quality Ranking Factors (QRFs) listed in the solicitation.
5. Verification from the university or college of current enrollment and grade point average (a copy of the most recent transcript may also be submitted).

Failure to address every factor may result in your not receiving credit for all of your pertinent experience.

## **WHERE AND HOW TO APPLY:**

Page one (1) of this solicitation described what the prospective intern “MUST submit” and, but for internships No. 1 and 2, applicants **MUST submit a separate application package** – numbers one (1) through five (5) immediately above – **for EACH internship** applied for.

This section will provide the where and how to apply; **ALL MATERIALS WILL BE SUBMITTED ELECTRONICALLY.**

### **Where to submit:**

The prospective intern will submit by email her/his: 1) Letter of Interest, 2) resume or Curriculum Vitae, 3) one page essay and, 4) verification from the university or college of current enrollment to:

[EESummer2006Interns@usaid.gov](mailto:EESummer2006Interns@usaid.gov)

Letters of references will be submitted by email, by her/his selected college or university faculty or employer (and NOT the prospective intern), to:

[EESummer2006Interns@usaid.gov](mailto:EESummer2006Interns@usaid.gov)

## How to submit:

In the **subject line** of ALL email messages, the format is:

[applicant's last name], [applicant's first name] – [identify the specific internship applied for (e.g., "Internship No. 3 - Health Analysis")]

### EXAMPLE:

Schulleri, Peter - Internship No. 3 - Health Analysis

Reference **within ALL materials/documents** (i.e., "RE:" or as a footer or header), to ensure consideration for the intended position, the **specific internship number and name** (e.g., "Internship No. 3 - Health Analysis") that you are applying for.

The acceptable file type is Microsoft's Word (.doc) or Adobe's Acrobat (.pdf).

The most qualified candidates may be interviewed by phone. It is also possible that reference checks may be conducted on those candidates selected for an interview.

**Note:** If a security clearance (or temporary clearance) is not obtained, the offer of employment may be rescinded.

## LIST OF REQUIRED FORMS FOR PSCS

Complete the forms below, 1 through 4, **ONLY upon the advice of the Contracting Officer** that an applicant is the successful candidate for the job. Forms outlined below can found at:

1. [Optional Application For Federal Employment - OF612](#)
  - a. Link: [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/](http://www.usaid.gov/procurement_bus_opp/procurement/forms/)
2. [Contractor Physical Examination \(1420-62\)](#)
  - a. Link: [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/](http://www.usaid.gov/procurement_bus_opp/procurement/forms/)
3. [Questionnaire for Non-Sensitive Positions \(SF-85\)](#)
  - a. Link: [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/](http://www.usaid.gov/procurement_bus_opp/procurement/forms/)
4. Finger Print Card - FD-258
  - a. Call your local or campus police; law enforcement agencies provide the form when one requests to be fingerprinted.

## **CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS**

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to [http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc) to determine which CIBs apply to this contract.

### **BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

#### **BENEFITS:**

Employer's FICA Contribution  
Eligibility for Worker's Compensation  
Annual & Sick Leave

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.